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Graduate and Undergraduate

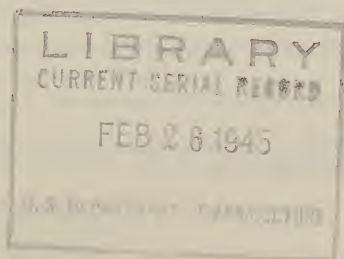
COURSES OF STUDY

for Federal Employees

REGISTRATION—JANUARY 22 TO FEBRUARY 3

**Regular hours: 9:00 a.m. to 6:20 p.m.
(1:00 p.m., Saturdays)**

**Special hours: Open until 9:00 p.m. on
January 30 and February 2.**



Spring Semester, 1944-45

GRADUATE SCHOOL

UNITED STATES DEPARTMENT OF AGRICULTURE

Washington—January, 1945

Spring Courses

Graduate School

UNITED STATES DEPARTMENT OF AGRICULTURE

This bulletin contains a list of courses which will be offered in the Spring Semester. Complete details are given in the Spring Bulletin. Students may obtain copies by writing (use form at bottom of page) or by calling in person. *Please do not telephone.*

Classes begin during week of February 5.

Registration: January 22 to February 3 (Room 1031, South Building, Department of Agriculture). See schedule of hours on front cover. No one will be registered for credit after February 10, except with special permission of instructor and Director. A late registration fee of \$1.00 per course will also be charged after February 10. Registration closes in a course when the maximum for that class is reached.

Refund of fees, less \$3.00 registration fee, may be granted in case of withdrawal before 1:00 p.m., February 10. After this date no refunds will be approved unless the student is compelled to leave Washington because of official governmental action.

Counseling on courses and programs of study will be available by representatives of the major departments from 5:30 to 6:30 p. m., January 29 to February 2. At other times, members of the School staff will be glad to assist students in planning their work.

**Graduate School, Department of Agriculture
Washington 25, D. C.**

Please send me your Spring BULLETIN.

Name.....

Street.....

City..... Zone
No.....

☐ Check here if you also wish a special graduate
bulletin (for graduate students only).

Explanation: Basic information about each course is given in the following order: title, instructor, day and hour of class meeting, fee.

II after the title of a course indicates that it is the second semester of a full-year course. Such courses generally presuppose completion of the fall semester's work or its equivalent. In a few cases new students will be admitted without having had the first semester; for such exceptions consult the Spring Bulletin.

BIOLOGICAL SCIENCES

- Systematic Botany, II** (Blake) M 6-8 \$12
Medical and Veterinary Entomology, II (Bishopp)
M 6-8 \$14
Genetics, II (Ellinger) M 6-8 \$14
Genetics Seminar, II (Ellinger) M 8-10 \$14

ENGINEERING AND MECHANICAL ARTS

- Basic Photography** (Hanson) M 6-8 \$12
Applied Photography (Purdy) M 6-8 \$12
Basic Mechanical Drawing (Edick) Tu-Th 6-8 \$20
Architectural Drafting (Edick) Tu-Th 6-8 \$20
Mechanical Drafting (Edick) Tu-Th 6-8 \$20
Pencil Sketching and Freehand Drawing (Cadmus)
M-W 6-8 \$15
Drawing for Portraiture and Illustration (Lazzari)
W-F 6-8 \$15
Interior Decoration (Garrels) \$6
Section I (first half) W 6-7
Section II (second half) W 8-9
Glass Blowing, II (Clark) M-W 6-7:30 \$20
Introduction to Textile Technology (Sokoloff) M-W
8-9:30 \$18
Textile Design and Fabric Development (Sokoloff) Tu
7:30-9:30 \$12
Electric Utility Engineering, II (Jessel, Lynott) Tu
7:30-9:30 \$14

LANGUAGES AND LITERATURE

- Composition and Rhetoric** (To be announced) Tu 6-9
\$18
Composition and Rhetoric, II (Greene) Tu 6-9 \$18
Descriptive English Grammar (Ward) M 6-8 \$12
Creative Writing (Wing) Th 6-8 \$12
Government Printing Procedure (McWhorter) M 7-8 \$6
Writing for Official Purposes, II (Thone) F 6-8 \$12
Readable Writing and Simplification (Flesch) W 6:30-
8:30 \$14

Seminar in Readable Writing (Flesch) F 6:30-8:30 \$14
Effective Speaking (Provinsen) Tu 6-8 \$12
Voice and Remedial Speech (Hutcheson) Tu 6-8 \$15
Personal Development (Provinsen) W 6-8 \$12
Principles of Persuasion (Beauchamp) F 6-8 \$14
Elementary Arabic, II (Tannous) F 6-8 \$12
Elementary Chinese, II (Tsiang) Tu-Th 6-8 \$24
Newspaper Chinese, II (Tsiang) M-F 6-8 \$24
Elementary Czech, II (Marsalka) Tu-Th 6-7:30 \$18
Elementary Dutch, II (Kuyper) W 6:30-8:30 \$12
Elementary French, II (Humphrey) M-Th 6-7:30 \$18
Intermediate French, II (Humphrey) Tu-F 6-7:30 \$18
Conversational French, II (Grigaut) Tu 6-9 \$18
Elementary German, II (Ponti) M 6-9 \$18
Elementary German (Lederer) F 6-9 \$18
Intermediate German, II (Ponti) W 6-9 \$18
Conversational German, II (Bauer) M 6-9 \$18
German Translation, II (Braunstein) W 6-9 \$18
Elementary Modern Greek, II (Magin) W 6-8 \$12
Elementary Hindustani, II (Gogate) M 6:30-9:30 \$18
Elementary Italian, II (Rosetti) Tu-Th 6-7:30 \$18
Intermediate Italian, II (Maiolatesi) W 6-9 \$18
Conversational Italian, II (Maiolatesi) M 6-9 \$18
Elementary Japanese, II (Yoshioka) Tu-Th 6-7:30 \$18
Intermediate Japanese, II (Yoshioka) Tu-Th 8-9:30 \$18
Elementary Polish, II (Braunstein) M 6-9 \$18
Elementary Portuguese, II (D'Eca) Tu-Th 6-7:30 \$18
Elementary Russian \$18
 Section I—F 6-9 (Von Bretzel)
 Section II—M 6-9 (Schuler)
Elementary Russian, II \$18
 Section I—Tu 6-9 (Saharov)
 Section II—W 6-9 (Von Bretzel)
Intermediate Russian, II (Saharov) W 6-9 \$18
Advanced Russian, II (Saharov) M 6-9 \$18
Elementary Spanish \$12
 Section I—Tu 6-8 (Batista)
 Section II—M 6-8 (M. G. Brown)
 Section III—W 6-8 (Johnston)
 Section IV—Tu 8-10 (Russell)
Elementary Spanish, II \$12
 Section I—M 6-8 (Abella)
 Section II—Tu 6-8 (Olds)
 Section III—W 6-8 (E. R. Brown)
 Section IV—F 6-8 (Woods)
Intermediate Spanish (Abella) Tu 6-8 \$12
Intermediate Spanish, II (E. R. Brown) F 6-8 \$12
Spanish Conversation and Literature, II (Giro) M 6-8 \$12

Commercial Spanish, II (Lever) F 6-9 \$18
Seminar in the Classics (Scofield) M 8-10 \$15

MATHEMATICS AND STATISTICS

Trigonometry and Analytic Geometry (Graves) M 6-8 \$12
Calculus, II (Finan) W-F 6-7:30, beginning Feb. 14 \$18
Survey of Mathematics (Schell) Tu 6-9, beginning Feb. 13 \$18
Differential Equations, II (Cook) W 6:30-9:30 \$21
Methods of Applied Mathematics, II (Davids) F 6-8 \$14
Linear Algebra (Girshick) M 7-10 \$21 (Check with School Office before registering for this course)
Theory of Functions, II (Winston) W 8-10 \$14
Survey of Statistics, II (Weiss) Th 7-10, beginning Feb. 15 \$18
Graphic Methods of Presenting Statistical and Geographic Data, II (Hainsworth) M 6-9 \$12
Introduction to Statistical Analysis (Tepping) Th 6-8 \$12
Introduction to Statistical Analysis, II (Purves) W 6-8 \$12
Intermediate Statistics, II (Hoeber) Th 6-8 \$14
Machine Tabulation (Kaufman) W 5-7 \$9 (Given at Census Bldg., Suitland)
Advanced Study of Tabulating Equipment (Kaufman) F 5-7 \$9 (Given at Census Bldg., Suitland)
The Statistics of the Federal Government, II (Ullman) Tu 6:30-8:30 \$14
Theory and Practice of Sampling, II (Deming) Th 7-10 \$21
Interpretation of Statistical Calculations, II (Sturges) M 6-8 \$14
Theory of Sample Surveys, II (Hurwitz, Madow) W 8-10 \$14
Seminars in Sampling and Statistical Inference (Deming) Special announcement available.
*** Labor Statistics** (Perlman) Th 8:20-10:30 \$30

OFFICE TECHNIQUES AND OPERATIONS

Administrative Procedure \$12
 Section I—Tu 6-8 (Hickey)
 Section II—F 6-8 (Evans)
Federal Auditing Procedure (Cruikshank) Tu 6-8 \$12
Auditing Procedure, II (Cruikshank) M 6-8 \$12
Federal Accounting Procedure (Grant) Tu 6-8 \$12
Office Management (Braum) F 6-8 \$12
Federal Personnel Procedure (Mohagen) F 6-8 \$12

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- Records Management Procedure** (Donaldson, Muller, Smith) Tu 6-8 \$12
- Practical English Usage** (Williams) M 6-8 \$12
- Vocabulary Building** (Pease) M 6-8 \$12
- Government Letter Writing** (Samson) Tu 6-8 \$12
- Workshop in Effective Government Writing** (Samson) F 6-8 \$12
- Advanced Secretarial Practices** (Coffman) Th 6-8 \$12
- Beginning Gregg (Functional)** (Bolton) \$18
Section I—M-Tu-Th 6-7
Section II—M-Tu-Th 7-8
- Beginning Gregg, Manual** (Evans) Tu-W-F 6-7 \$18
- Intermediate Gregg, Functional** (Patrick) Tu-Th 6:30-8 \$18
- Gregg, 70 to 100 Words** (Coffman) Tu 6-8 \$12
- Pitman, 70 to 100 Words** (Barry) Tu 6-8 \$12
- Gregg, 100 to 130 Words** (Patrick) W 6:30-8:30 \$12
- Pitman, 100 to 130 Words** (Barry) F 6-8 \$12
- Advanced Reporting—Gregg, 160 Words and Up** (Romagna) M-W 7-9 \$24
- Advanced Shorthand in Spanish** (Krissillas) Tu 6:30-8:30 \$12

PHYSICAL SCIENCES

- Navigation** (Lokerson) F 6:30-9:30 \$18
- General (Inorganic) Chemistry, II** (Carter) F 6-8 \$12
- Organic Chemistry, II** (Bowen) Th 6-8 \$12
- Food Technology** (Von Loesecke) W-F 6:30-8:00 \$18
- Physiological Chemistry, II** (Calvery) W 6-8 \$14
- Geochemistry, II** (Chambliss) W 6-8 \$14
- Electrochemistry, II** (Hamer) W 6-8 \$14
- Advanced Physical Metallurgy** (Loring) W 8-10 \$14
- Engineering Alloys** (Loring) W 6-8 \$14
- Principles of Meteorology, II** (DeMots, Johnson) Tu 6-8 \$12
- Physical and Synoptic Meteorology, II** (Shands) M 6-8 \$12
- Weather Analysis and Forecasting, II** (Showalter, Teweles) M-W 6-8 \$21 and \$3 laboratory fee
- Introductory College Physics, II** (Kennard) Tu-F 6:30-8:30 \$18 and \$3 laboratory fee

PUBLIC ADMINISTRATION

- Introduction to Public Administration** (Russell) M 6:30-9:30 \$18
- Federal Administrative Management** (Millett) W 6:30-8:30 \$14
- Administrative Law and Procedure, II** (Nutting) W 6-8 \$14
- Scientific Management** (Schubach) Tu 6-8 \$14

Organizational and Procedural Analysis (Pois) F 6-8 \$14
Personnel Administration (Stahl) Tu 6:30-8:30 \$14
Personnel Administration (Kroeger) M 6-8 \$14 (graduate level only)
Position Classification (Hill) M 6-8 \$14
Advanced Position Classification (Buckley) M 6-8 \$14
Selection and Placement (McLean) Tu 6:30-9:30 \$21
Employee Relations and Counseling (Poole) Tu 7-9 \$14
Budgetary and Financial Administration: Budget Execution (Jump) Th 6-8 \$14
Governmental Purchasing, II (Snyder, Knudsen) F 6-8 \$14
Renegotiation and Reconversion (Wilson) W 6-8 \$14
Principles of Accounting, I (Rowe) Tu-Th 6-7; Laboratory Tu 7-9 \$18
Principles of Accounting, II (Brownold) M-W 6-7; Laboratory M 7-9 \$18
Second Year Accounting, II (Fisher) M 6-9 \$18
Federal Government Accounting (Mason) W 6-9 \$18
Auditing (Chute) Tu 6-9 \$21

SOCIAL SCIENCES

Principles of Economics, II (Thomsen) Tu-Th 6-7:30 \$18
Econometrics: Mathematical and Statistical Analysis of Economic Problems, II (Been) M 6:30-8:30 \$14
International Financial and Trade Policies (Zaglits) F 6-8 \$14
Research Methodology in Economics (Wermel) M 7-9 \$14
Farm Management (Johnson, Goodsell) M-F 6-7:30 \$21
Foreign Marketing (Kramer) W 6:30-9:30 \$21
Advanced Marketing, II (Newell) W 6-8 \$14
Agricultural Cooperation (Fetrow, Hedges) Tu 6-8 \$14
Seminar in Land Economics Research (Johnson) Tu 6-8 \$14
Labor and Social Legislation (Ziskind) M 6-8:30 \$21
History of Economic Thought, II (Wasserman) W 7-10 \$21
Economics of Imperfect Competition, II (Wermel) W 7-9:30 \$21
Economic Geography of Europe (Whipple) M 6-8 \$14
The British Empire in Peace and War (Viton) Tu 6-8 \$14
Problems of International Organization (To be announced) W 6-8 \$14
World Politics (Gewehr) Tu 6-8 \$14
The Conditions of Personality Growth (Chapman) W 7-9 \$12
Social Psychology (Taylor, Schuler) W 6-8 \$14

Contemporary Russia (Tereshtenko) Th 7-9 \$14
Contemporary China (Tsiang) W 6-8 \$14
Philippine Reconstruction (Ruiz) F 6-8 \$14
The Balkans and Near East (Whipple, Tannous) Tu 6-9 \$21
Contemporary Japan (Yoshioka) F 6-8 \$14
La America Latina y los Estados Unidos, II (Green) M 8-10 \$14
Principles of Transportation (Snell) Tu 6-9 \$18
Freight Rates (Gruber) M 6-9 \$21
Traffic Management (To be announced) Th 6-9 \$21
***Money and Banking** (Mann) Tu 6:10-8:20 \$30
***Advanced Fiscal Theory** (Mann) F 6:10-8:20 \$30
***Business Law** (Young) Th 6:10-8:20 \$30
***Full Employment Policy** (Gilbert) Tu 6:10-8:20 \$30
***Labor and the Public Interest** (Peck) W 6:10-8:20 \$30
***Present and Future Development in Transportation** (Homberger) F 6:10-8:20 \$30
***Social Security Programs** (Weigert) W 6:10-8:20 \$30
***Economic Theory, II** (Piquet) Th 8:20-10:30 \$30
***Contemporary Economic Thought, II** (Piquet) Th 6:10-8:20 \$30
***Principles of International Law** (Potter) Tu 8:20-10:30 \$30

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